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PURPOSE
To provide an on-campus living, learning environment that facilitates personal growth and a sense of community among residents.

RESIDENCE LIFE GOALS
1. Provide students with the opportunity to serve others and grow in Christ by developing a strong sense of community.
2. Foster a lifestyle of stewardship among the members of the Emmanuel College community.
3. Provide a living environment in which students will be challenged to increase social skills, make new and lasting relationships, and maintain an atmosphere conducive to learning.
4. Develop among the residence life community a sense of ownership for the residence hall living environment.
5. Establish accountability among the residence life community by enforcing the appropriate college policies.
6. Develop programmatic initiatives for the campus community geared towards impacting student learning and development.

RESIDENCE LIFE AGREEMENT
By moving into the residence halls, the resident agrees to all rules, policies, and guidelines pertaining to on campus living, the Code of Student Conduct, and other regulations as outlined in college publications. The College reserves the right to make appropriate changes to any of the rules, policies, and guidelines and will take all reasonable measures to notify the residents of the changes.

It is the resident’s responsibility to read and understand the expectations outlined in the Residence Housing Contract, Residence Life Guide, and other College policies and regulations, as well as official emails, posters, or written/verbal correspondence issued by the Department of Residence Life.
THE RESIDENTIAL COMMUNITIES

Roberson Hall
Roberson Hall, constructed in 2011, is the newest residence hall on campus, featuring apartment-style living for students. Roberson has two towers – one male, one female – which are adjoined by a commons lobby featuring a large lounge area, workout room, business center, and coffee bar. The lounge area also boasts a 52 inch flat screen television, stone fireplace and separate areas for study. Suites in Roberson have living, dining, and kitchen areas that are fully furnished, including a flat screen television, couches, refrigerator, and sink. Each suite has four rooms and four private bathrooms.

Drum Hall
Constructed in 1975, Drum Hall provides an intimate atmosphere for its 70 residents to live and form relationships. Located on the main residential quad on campus, Drum Hall consists of three floors of residential living space (the top two floors are for women and the lowest residential floor is for men). Each floor is separated by a lobby with couches, tables, and flat-screen televisions equipped with cable. The ground floor contains a main lobby area with a flat screen television, a kitchen, and laundry room.

Drum Hall is known for its great location close to the dining hall, Student Activity Center, the Aaron Academic building, and view of the residential quad. The quad is an outdoor area which provides a place to relax with friends, study, or participate in an educational programming event or spontaneous recreational activity. Each room has its own air conditioning and heating unit.

Jackson Hall
Known for its long history, tradition, sisterhood, and upbeat residents, Jackson Hall is often a top choice for incoming female students. Originally constructed in 1928, this historic building has character by the mile. Jackson Hall is located on main campus, facing the central quad, and has resident parking directly behind. In this 98 bed-capacity residence hall, room sizes range from small singles to a large triple-occupancy room. Each room is equipped with essential furniture and adjustable loft beds, most of
which can be bunked or debunked, depending on space and resident preference. The residence hall is comprised of three floors for residents and is sectioned into four “halls,” each of which are overseen by a Resident Assistant.

Lobby areas are located throughout the building. The main and largest lobby sits at ground-level and serves as the main entrance to Jackson Hall. Another smaller lobby, lovingly nicknamed “The Max,” has full kitchen access and sits a floor below the main lobby. Other lobbies and sitting areas are located throughout the building, providing ideal lounge and study space. Students also enjoy high speed Internet access, including wireless, and an in-house laundry facility.

King Street
King Street is an all-female residence hall. Residents in this coveted space enjoy suite-style rooms with plenty of elbowroom. The two rooms in each suite are connected by a private bath, usually shared by four residents. Each room has its own heating and air conditioning unit. Students often take advantage of King Street as a great place to study, since it is known for its quiet and serene atmosphere.

Located just a short walk away from main campus, this 30+ capacity residence hall has two floors, each with a lobby, mini-kitchen area and a laundry facility. Both lobbies are equipped with comfortable seating, tables, and flat-screen TV’s with cable access. Students also have access to high speed Internet, including wireless access.

Melton Hall
Melton Hall is an all-male residence hall, known for its easy-going atmosphere. Melton Hall has 30+ beds and offers suite-style living, usually with 2 students per room, four per suite, and a bathroom between the two rooms.

Melton Hall provides two lobby areas - one on each floor, and each lobby serves as a highly communal area, since they are located just outside the resident rooms. Even
with comfortable seating, cable TV’s, and a fun atmosphere in the lobbies, this residence hall still provides plenty of quiet space for study.

Wellons Hall
Wellons Hall, constructed from 1958-1959, has three floors of men’s rooms, each floor divided into two separate neighborhoods. Wellons is home to approximately 95 male students, the majority of which are first and second year students. Known for its tight-knit community and close proximity to central campus upperclassmen often desire to live in Wellons Hall for the duration of their residence life experience.

Wellons offers central heating and air, wireless Internet, a comfortable lobby with cable television, a laundry room, kitchen, and a desk-chair furniture combination in every room. It is located close to two of the main academic buildings on campus and is a short walk away from the Student Activity Center, tennis courts, volleyball court, and the intramural field.

RESIDENCE LIFE STAFF

Director of Residence Life
The Director of Residence Life is responsible for the coordination of residence education/programming, student housing placement and facilities management with the goal of fostering a living, learning environment. The Director of Residence Life supervises all residence life.

Residence Area Directors (RAD’s)
The Residence Area Director is responsible for the daily operation of assigned residential facilities. Responsibilities include supervision of a Residence Coordinator (RC), Residence Assistant (RAs), being available for students, implementation of developmental program initiatives, and enforcing college standards, rules and policies. The RADs report to the Director of Residence Life.

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Residence Coordinators (RC’s)
Residence Coordinators assist the Residence Area Directors in carrying out the operational functions of their assigned residence area. Responsibilities include but are not limited to supervising Residence Assistants, maintaining facilities, and carrying out the appropriate programmatic initiatives.

Residence Assistants (RA’s)
Residence Assistants live with the residents on each floor and are responsible for helping establish a positive residential environment. These student staff members are selected for their skills, interests, and abilities which allow them to help other students get the most out of their Emmanuel College experience. Through programmatic activities, assisting resident needs, and appropriate enforcement of college policy, RAs play a vital role in the success of the residence life program. Residence Assistants who serve in a facility staffed with an RC will report directly to that position. Otherwise, the RA reports to the appropriate RAD.

RESIDENCE LIFE OFFICES
Residence Life offices are located in different locations across campus:

Jackson Hall
The Residence Area Director’s office for Jackson, King Street, and Melton is located on the ground floor of the dining hall side of Jackson Hall.

Roberson Hall
The Residence Area Director’s office for Roberson Hall is located in the West tower on the first floor, Suite 104.

Wellons Hall
The Residence Area Director’s office for Wellons and Drum is located on the ground floor of the Drum side of Wellons Hall. Visitors may enter the main lobby area of the building.

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GENERAL INFORMATION

Residency Requirement
Emmanuel College supports the philosophy that education is not confined to the academic classroom. Rather, liberal learning is enhanced through community, which occurs when students live and study on campus. The College is dedicated to maintaining congruence between intellectual and residential life.

Violation of school policy pertaining to residency requirements may prevent students from being activated and attending classes. In addition, students may be responsible for half of the semester Residence Charge. Students are advised not to sign an off-campus lease unless they have been granted a written exemption by the Director of Residence Life. Applications are also subject to the approval of the V.P. for Student Life. Violations of the Code of Student Conduct may result in loss of Residency Exemption.

Residency Age Limit
College Residence halls are designed for traditional students. Students who are over 24 prior to his/her initial enrollment may apply to live in College-owned rental property or non-married student campus apartments (space permitting).

Criteria for Residency Exemption
1. Student lives and travels to class from primary residence of their parent(s) or legal guardian(s) which is located within a sixty (60) mile driving distance of the Emmanuel College campus (the College reserves the right to require the submission of the necessary documentation to verify student residency).
2. Student will be twenty-two years of age prior to the first day of the semester classes.
3. Student is/will be married (a copy of certificate may be requested).
4. Student is a single parent with primary child-rearing responsibilities (a copy of official birth certificate(s) for child(ren) may be requested).
5. Student will be twenty-one years of age prior to the first day of the semester classes and/or has earned more than ninety credit hours (senior standing) and will be applying to live in College-owned rental property (space permitting).

Residency Exemption (Other)
A student who does not meet the above criteria must complete Section C of the Residency Exemption Application. However, it should be recognized that it is uncommon for Emmanuel College to grant exemptions.

Medical Needs-Based Exemptions
Students who apply for exemption on the basis of medical needs must complete Section D of the Exemption Application and provide the required documentation. Please note that applications citing medical needs will not automatically result in approval; the College may first attempt to accommodate the student’s needs. Seasonal allergies are not considered a valid reason for exemption. By submitting the medical needs-based section of the application and any accompanying documentation, the student grants consent for appropriate College personnel to review the information.

College-Owned Rental Property
Students who have earned more than ninety credit hours (senior standing), or are twenty-one years of age prior to the first day of classes for the academic year are eligible to apply to live in College-owned rental property (space permitting). These eligible students must also submit the Residency Exemption Application, and must be approved by the Residency Exemption Committee and the V.P. for Student Life. Nontraditional students may also request spaces in College-owned rental property.

Residency Exemption Procedures
1. Retrieve the Residency Exemption Application (available online at www.ec.edu/life/residence-life).
2. Complete the form in its entirety, including any separate documentation. Please note, partial applications will not be accepted.
3. Submit the application to the Director of Residence Life by the following dates*:
   a. For current students:
      • March 31 (applications for the subsequent fall semester)
      • October 31 (applications for the subsequent spring semester)
   b. For incoming students:
      • July 15
      • December 15th (for spring semester)
   c. Applications submitted after the deadline will not be accepted.
   d. Typical notification of the Exemption Committee’s decision will be sent via
      student’s Emmanuel College email.

* A student may submit an application during a current semester if he/she has a change
in circumstances, resulting in eligibility (based on Exemption Criteria 1, 2, and 3 only).

The College reserves the right to modify this policy in the event of extenuating
circumstances.

**Community Hall Councils**

Each Residence Hall has the option to establish a Community Hall Council. The
Community Hall Council is composed of elected officers and representatives and is
supervised by Residence Area Directors and other residence life staff. While the
organizational structure may vary slightly from hall to hall, each group’s purposes are
the same:

1. Recommend to residence life and/or implement programs and activities that
   respond to the needs and requests of residents in their hall
2. Identify any items or issues of concern that affect their living, learning
   environment
3. Recommend ongoing activities and committees that vary according to residents’
   interests
Staff Availability
The Director of Residence Life and each Residence Area Director (RAD) keeps regular office hours. These hours are posted on office doors, and students are encouraged to discuss any issues of concern with residence life staff. In addition, each Residence Assistant (RA) is required to work scheduled hours. These hours vary to ensure proper coverage throughout the week.

Open Residence Hall
The Department of Residence Life periodically allows open residence hall nights to support community life and positive student interaction. Specified open hours are announced, and students may visit the halls of different residential communities. Residence Life staff supervise open residence hall nights, and students are required to keep his/her door open if members of the opposite sex are in the room. Students are expected to demonstrate respect and courtesy to others and should conduct themselves appropriately during visitation hours.

Parking
All students operating or parking motor vehicles on campus must register their vehicles with the Department of Campus Safety. For student parking regulations, visit the following site: http://www.ec.edu/life/parking.

Health Awareness and First-Aid
While Emmanuel College does not provide Heath Services, information about and directions to fulltime, off campus emergency health facilities can be provided by Student Life or Residence Life staff. In case of illness or injury, the Residence Area Director, Residence Coordinator, or Residence Assistant should be notified. Emmanuel College is not liable for accidents or injuries occurring anywhere on the College campus.
Students should use the following as guidelines to ensure personal health and safety:

1. Practice good hygiene by:
   - Washing your hands thoroughly and often, especially after using the toilet, coughing or blowing your nose.
   - Avoid kissing or sharing a drinking glass, eating utensil, lipstick, or other such items with sick people or with others when you are sick.
   - Do not share personal items such as uniforms, personal protective equipment, clothing, towels, washcloths or razors that may have had contact with the infected wound or bandage.

2. Monitor symptoms of influenza including:
   - fever (usually high) and headache
   - extreme tiredness, cough and sore throat
   - runny or stuffy nose
   - muscle aches, nausea, vomiting, and diarrhea, (much more common among children than adults).

3. Monitor symptoms of serious illness like meningitis. Meningitis infection is characterized by a sudden onset of fever, headache, and stiff neck. It is often accompanied by other symptoms, such as
   - Nausea
   - Vomiting
   - Photophobia (sensitivity to light)
   - Altered mental status

A first-aid kit is available in each residence hall for the treatment of minor cuts, scrapes, and ailments. Residence Life staff are not considered health care professionals, but will allow students to choose the appropriate medicine or treatment for his/her ailment. For more information regarding health awareness, visit the Student Handbook section of the Emmanuel College website.
Fire Safety
Each residence hall is equipped with fire alarms. These alarms are designed to help save lives and must never be tampered with or ignored. Smoke detectors are strategically placed in each residence hall and should never be disconnected. If they begin to beep, a work order should be submitted to have the battery replaced. Tampering with or misuse of the fire safety systems may result in severe disciplinary action including suspension from the College. To further help protect resident students, the residence life staff will conduct periodic fire alarm drills.

Tornado Safety
To ensure safe evacuation procedures during a tornado, residents should follow these general guidelines:

During a tornado watch, residents should pay close attention to the local weather as conditions are right for a potential tornado. Residents should take this time to review tornado warning procedures.

During a tornado warning, residents from all floors should proceed to the first floor of their building and remain in the hallway(s) with all doors closed, or in the lower floor stairwells. Students should remain in these shelter areas until the tornado warning has passed.

Telephone Service
Emmanuel College provides local and long distance dial tone to each dorm room. Students who wish to use the telephone line in his/her room should make a request with the Residence Assistant (RA). A student must provide his/her own telephone. Personal telephone answering machines are not permitted on campus as they frequently interfere with the campus telephone system and other on-campus communications devices.

Energy Conservation
Emmanuel College Residence Life encourages the purchase of appliances that have
been designed as ENERGY STAR® products. These products use less energy, help reduce electrical loads, and can extend the electrical capacity in residence living space.

In addition, the Department of Residence Life recommends that residents develop and maintain living habits that help protect and sustain the environment. For example:

1. Turn off appliances when not in use (computers, stereos, televisions, and lights)
2. Minimize the use of water
3. Report any leaks to a residence life staff member
4. Use compact florescent light bulbs as they last longer and use one quarter of the power

**Room Entry**
The College reserves the right to enter student rooms for the purposes of (this is not an exhaustive list):

1. Health and safety inspections
2. Facility improvements and routine maintenance,
3. Managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students,
4. Maintaining a quiet environment where residents may sleep and study.
5. Enforce College policies outlined in the Student Handbook/Code of Student Conduct and Residence Life Guide

Students will not be given access to any student room which is not their own without proper consent.

**E-mail Communication**
E-mail is typically the official method of communication between the Department of Residence Life and students. The Department of Residence Life regularly distributes official communication to residents via their EC email accounts. Check your account regularly for important housing information regarding room sign-up, break schedules,
check-out procedures, disciplinary notifications and other announcements. Every student is responsible for information sent to him or her.

**Student Property**
The College is not responsible for the theft, damage or loss of personal belongings from any part of the residence hall, including rooms and public areas. Residents are strongly encouraged to lock their doors to reduce the threat of theft of their belongings. Residents are responsible for obtaining personal property coverage through family homeowner’s or renter’s insurance. The College is not responsible or liable for any injury, loss or damage to any person or property.

**Maintenance Requests**
Emmanuel College Maintenance Department provides routine maintenance to the residence halls. Residents who wish to request repairs in their room should inform the Residence Assistant (RA). The College will attempt to make all repairs as quickly as possible. While there is no charge for routine maintenance, repairs for damages made by students that go beyond normal wear and tear may be assessed a fine.

**Internet Connectivity**
Every room is equipped with computer network connections, and each building is on the college’s wireless computer network. It is the responsibility of the residents to provide and properly maintain their own computer equipment. Abuse and/or misuse of the college’s computer network will be appropriately addressed by the Residence Life staff. For more information regarding network access, please visit: [http://www.ec.edu/life/information-technology](http://www.ec.edu/life/information-technology).

**EC Alert Service**
Every resident is strongly encouraged to participate in EC Alert, the emergency mass notification system employed by Emmanuel College Department of Campus Safety to contact students, faculty and staff in the event of an emergency, crisis or with other important information. EC Alert allows you to receive urgent information through email,

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text message and voice message. For more information and to sign up to participate, please visit: http://www.ec.edu/life/campus-safety.

RESIDENTIAL LIVING STANDARDS

Introduction

The Community Philosophy as outlined in the Code of Student Conduct calls us to operate as threads of a common fabric, and it is up to each of us to encourage productive interactions and relationships that reflect the mission of Emmanuel College. Students arrive on campus with different ideas, knowledge and understanding about people different from themselves. Choosing to be a member of Emmanuel College’s residential community is choosing to live in a diverse setting that encourages all participants to engage in the living, learning process in the context of a Christ-centered environment.

Such a community must allow for and respect diverse opinions and beliefs, individual differences, and offer a level of personal support and accountability. The residential areas are comprised of students and staff of different backgrounds, races, abilities, and cultures. The opportunity to learn about others is one of the great benefits of residential life at a college campus.

Roommate Bill of Rights

The basic rights of a roommate and residential neighbor include the following:

   I. The right to read and study in one's room.
   II. The right to sleep with as little disturbance as possible.
   III. The right to expect your roommate and/or suitemate to respect one's personal belongings.
   IV. The right to live in a clean environment.
   V. The right to enter one's room whenever one wants, unless other provisions are made and agreed upon by your roommate and / or suitemate.
   VI. The right to personal privacy.
   VII. The right to have guests in accordance with school policy, providing they respect the rights of the roommate and/or suitemate and the other residents.
   VIII. The right to speak out openly whether its about ideas, opinions or grievances.
   IX. The right to be free from physical or emotional harm.
X. The right to be treated considerately and thoughtfully.
XI. The right to expect reasonable cooperation from your roommate and/or suitemates.

Disciplinary Procedures
All students alleged to have violated housing policies or Code of Student Conduct regulations are subject to the appropriate disciplinary procedures. The following are general disciplinary procedures for Residence Life at Emmanuel College and are not intended to replace the disciplinary procedures outlined in the Code of Student Conduct.

Step 1: A student, faculty, staff, or community member may report the situation to a Residence Area Director.

Step 2: The Residence Area Director will determine one of two actions to take:

a. Investigate and determine the appropriate disciplinary sanction(s) (if applicable) as outlined in the Code of Student Conduct.

b. Refer the matter to the Director of Residence Life.

For option “a”, the Residence Area Director reserves the right to consult with other Residence Life staff as needed. For more information, contact a Residence Area Director or visit the Student Handbook at www.ec.edu.

POLICIES AND REGULATIONS

Abandoned Items
Students must remove ALL property from their residence hall rooms on the day the residence halls close at the end of the spring semester or the last day of his/her enrollment. Unless permission has been obtained from a Residence Area Director and Director of Campus Operations, items left in rooms will:

1. Be disposed of in the appropriate manner
2. Become the property of the college ten (10) days after graduation (or after the student is no longer enrolled).
Any personal property left in public areas (i.e. bathrooms, hallways, laundry rooms, etc.) is subject to disposal.

Decorations/Modifications
Emmanuel College Residence Life must ensure no safety or fire hazards are created as a result of room decorations. In addition, the Physical Plant Department must be able to perform periodic maintenance. Tape, nails, screws and any other abrasive adhesives are not permitted. Non-damaging, removable adhesive products should be used as needed.

General Requirements
All residents must meet the following general requirements when decorating rooms:

1. All decorations must be in good taste and reflect the Community Philosophy as outlined in the *Code of Student Conduct*. Literature, pictures, posters or advertisements that are obscene or otherwise distasteful are not permitted in the residence halls.
2. Electrical accessories must be UL-approved. Electrical devices may not be spliced into existing wires; use only extension cords.
3. When students move out of a room, the room must be returned to its original state. Residents are responsible for any damage to the room.
4. All lights or other electrical decorations must be approved by a Residence Area Director (RAD).
5. All drapes must be made of fire-retardant fabric.
6. The use of contact paper/adhesive shelving liners in residence halls is prohibited.
7. Residents may not paint their rooms.
8. Hanging items from resident room windows is prohibited.
Wall Decorations
Limitations on the types of adhesives and wall-hangers are designed to reduce possible damages. No holes should be made in the walls. To hang posters, calendars, and other lightweight items on walls, use self-sticking, removable adhesive putty.

Do not draw, engrave or place any stickers on room doors, furnishings, or glass surfaces. Residents are charged for any damages to a room above and beyond normal wear and tear.

Painting of Rooms
Students are not permitted to paint their rooms. The Department of Residence Life in conjunction with the maintenance department will determine if a room needs to be painted.

Posting of Flyers and Announcements
All flyers and announcements to be placed in a residence hall must be approved by a Residence Area Director. Postings are to be placed only in designated areas including bulletin boards found in most lobbies. Flyers and announcements should not be placed on any residence hall entry or room door.

Restricted Areas
Outside of move-in day, year end check-out, and announced Open Residence Hall periods, students are not permitted on the residence hall floors or in the residence hall rooms of members of the opposite sex unless directed otherwise by the appropriate college personnel. Violation of this policy could result in suspension from the College.

Room Inspection
Regular room inspections will be conducted by residence life personnel. Residents are expected to maintain his/her room and common living areas in suites by:

1. Keeping dishes clean
2. Placing dirty clothes in a laundry basket
3. Vacuuming floors on a weekly basis
4. Routinely cleaning private bathrooms

Students must bring their own supplies for cleaning their rooms. Following these simple guidelines helps prevent the infestation of insects and/or rodents and the spread of infection. In addition, these simple tasks conducted by residents will assist in maintaining a healthy and safe living environment. Failure to maintain a clean room may result in disciplinary action, including reassignment.

Curfew
Students who have not successfully completed 60 credit hours will have a curfew. Curfew is intended to assist students in developing time management skills, study habits, and a sense of accountability. The College reserves the right to assign curfew to any resident for disciplinary or accountability purposes as deemed appropriate by the Vice President for Student Life or Director of Residence Life. Students on academic probation may be placed under a curfew if deemed appropriate by College officials. Students with multiple curfew violations or consecutive semesters on curfew probation may result in extension of curfew enforcement beyond the 60 credit hour policy.

Procedure

- Students are expected to be in their rooms for curfew check. Curfew is from 11:30 p.m. to 6:00 a.m., Sunday – Thursday. Friday and Saturday evenings, curfew is from 1:00 a.m. to 6:00 a.m.

- Students who are not in their rooms for curfew check will receive a curfew violation notice confidentially from the RA. It then becomes the responsibility of the student to contact his or her Residence Area Director/Residence Coordinator within 24 hours from the time the notification was written.

- If a student is not seen or heard from after 24 hours, protocol for missing students may be activated. Curfew violations include tardiness and unauthorized exit/entry.
School sanctioned holidays and breaks also have a 1:00 a.m. to 6:00 a.m. curfew. Leaving the residence hall after curfew without official consent is prohibited and will result in disciplinary action.

Sanctions
The following is a list of minimum sanctions per year for curfew violations:

- **1st Offense:** Warning
- **2nd Offense:** Meeting with R.A.D
- **3rd Offense:** Thirty minutes (30) Community Work
- **4th Offense:** Two (2) hours Community Work and meeting with RAD.
- **5th Offense:** Meeting with Director of Residence Life, three (3) hours Community Work, curfew probation/assigning of sanctions, and parent notification.
- **6th Offense:** Referral to the Vice President for Student Life, possible suspension

Curfew Probation/Sanctions
A student on curfew probation may be prohibited from participating in activities which represent the college (e.g. athletic teams, student ministry teams, etc.) and in extracurricular activities (e.g. intramural and student organizations and clubs). Other sanctions may include but are not limited to educational assignments and counseling. Violation of school policy pertaining to curfew or conduct regulations while on curfew probation may result in more severe disciplinary sanctions, including suspension from the College.

Furniture
No furniture is to be removed from rooms or used in a manner other than that for which it is intended. All room furnishings belonging to the College must remain in good condition. Students will be financially responsible for damaged, misplaced, or missing furnishings. Fines will be assessed upon checkout.

Bicycles cannot be operated or stored in rooms, hallways, stairwells, or any other areas inside the hall. Bicycles may be kept in designated bicycle storage racks. Bicycles should not be attached to railings, benches, trees or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles left unattended anywhere in the halls or on campus may be treated as abandoned property. It is the
student’s responsibility to lock and secure his/her bicycle. The College is not responsible for damaged, lost, or stolen bicycles.

Motorcycles, mopeds, scooters and similar vehicles are not permitted inside the residence halls. Because of fire safety concerns, these vehicles should never be parked near or against the building.

**Damages/Vandalism**
Residents are responsible for the condition of their rooms and all the furnishings assigned to them. If the room is damaged, or its furnishings damaged or lost, residents are financially responsible. Residents of an individual room or residence hall may also be required to share the expense of repairing or replacing property in common areas (such as hallways, studies, or lobbies) when such repairs are determined to be above and beyond normal wear and tear.

The intentional or reckless destruction or dismantling of any College property or equipment may result in disciplinary sanctions. Charges for damages and cleaning will be determined only by the Department of Residence Life or other appropriate college personnel; repairs or replacement of items may not be done by residents. Students who fail to pay assessed charges will be prevented from registering for classes, obtaining transcripts, or receiving grades.

**Housekeeping and Cleanliness**
It is each resident's responsibility to maintain the cleanliness of his/her personal room and living areas. In addition, residents are expected to exercise care and stewardship of their common living areas. The Housekeeping staff provides general cleaning services to common areas (public/hall bathrooms, hallways, lobbies, etc.). Rooms/Suites with private bathrooms, living, dining and kitchen areas are to be maintained by the residents. Failure to demonstrate respect and responsibility in these areas of expectation may result in disciplinary action, including reassignment of housing.

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**Defenestration**
Throwing items through residence hall windows is prohibited. Failure to adhere to this policy may result in disciplinary action.

**Disorderly Behavior**
Behavior that interferes with the normal functioning of a residence hall or unnecessarily impedes on the rights of students and/or staff is prohibited. This includes, but is not limited to:

1. Behavior that disturbs the academic pursuits or infringes upon the rights, privacy, property, or privileges of another person.
2. Hall sports, water fights, pranks, and other disruptive actions.
3. Failure to comply with directions or instructions given by College officials or the Emmanuel College Safety Resource Officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
4. Behavior or actions that are considered rude or disrespectful toward others (roommates, residence life staff, guests and other students).

**Electrical Appliances**
The capacities of the residence halls’ electrical systems are limited, and overloading them can result in fire hazards. In addition, there are certain types of electrical appliances that are dangerous in residence hall rooms. For the safety of all residents, residence hall staff is responsible to ensure compliance with all electrical use policies and to stipulate any necessary changes in the operation of appliances and/or outlets.

The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:

1. Electrical appliances with an exposed heating element are strictly prohibited.
2. Extension cords may be used under the following conditions:
a. Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series.
b. Only properly grounded extension cords may be used with appliances that require grounding.
c. Multiple-outlet adapter “strips” with built-in circuit breakers are recommended when the desired number of outlets exceeds the available number of outlets in student rooms.

3. Resident-owned air conditioners are not permitted.

4. Resident-owned refrigerators are allowed in residence hall rooms provided they do not exceed the following electrical requirements:
   a. They operate at 118 volts (plus or minus 5%), 60 Hz, and do not draw more than 1.5 amps or 180 watts of power.

5. Other appliances such as radios, stereos, desk lamps, computers, and televisions are also permitted, provided the total power requirements do not overload the room’s electrical system.

6. All electrical equipment and cords must be maintained in safe operating condition and must satisfy UL standards.

7. Outside antennas and satellite dishes are prohibited.

8. Irons may be used with ironing boards only.

9. Appliances in residence hall rooms are limited to microwave ovens (1.0 cubic feet maximum capacity and 700 watt maximum power) and sealed-unit coffee makers.

10. Students must not leave items unattended while cooking.

11. Use of halogen light bulbs are not permitted due to the danger of fire associated with these types of bulbs.

Firearms and Weapons
Emmanuel College conforms to Georgia statutes which address the possession of weapons on or within 1,000 feet of a school safety zone. This includes classrooms, vehicles, and residence halls. Violation of this policy will result in appropriate action, including but not limited to suspension, expulsion, and/or criminal prosecution, if a
student or visitor to campus engages in any of the following:

1. Using, possessing, distributing manufacturing, maintaining, transporting or receiving, in a residence hall, any location on College property or at any College sponsored event, any of the following weapons as defined in Georgia Code Section 16-11-127.1 (OCSA 16-11-127.1):

   a. Firearm or weapon whether operable or inoperable as defined in or any object of like character, including but not limited to paintball guns, BB/pellet guns, potato guns, air soft guns or any device which propels a projectile of any kind;
   b. Knife having a blade of two or more inches
   c. Straight edge razor or razor blade
   d. Spring stick
   e. Bat, club, or other bludgeon type weapon
   f. Nun Chahka, nun chuck, nunchaku, or shuirken
   g. Throwing star or oriental dart
   h. Stun gun or taser
   i. Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials
   j. defined in Georgia Code Section 16-11-127.1; or

**Fire Safety**

The safety of resident students is primary concern for the Department of Residence Life at Emmanuel College. Resident students must be diligent in protecting themselves and others by adhering to policies regarding fire safety. To assist and educate students, the Department of Residence Life conducts regular fire drills in each residence hall. To ensure the safety of students, the following actions are strictly prohibited:

1. Burning incense and candles or having any other open flames in the residence halls
2. Failure to evacuate a residence hall during a fire alarm or fire drill
3. Failing to evacuate for a fire alarm in a timely manner
4. Tampering with fire extinguishers, smoke detectors, fire doors and other safety equipment (minimum fine of one hundred dollars $100.00)
5. Obstructing a fire exit in a residence hall or at a residence hall-sponsored activity
6. Propping open stairwell and other fire doors (unless supported by a magnetic fire door closer)
7. Having in one’s possession and/or using fireworks inside a residence hall, on residence hall property, or any place on campus

Non-Student Guest Policy
To maintain an environment conducive to community life, students must abide by the following policies and procedures regarding non-student guests:

General Visitation Guidelines
1. All non-student visitors must register with the appropriate Residence Area Director upon arrival and complete the required paperwork.
2. For security purposes, non-student visitors may be asked to provide a driver’s license and vehicle information.
3. Persons visiting a residence hall must be escorted by a resident of that hall at all times.
4. Students who entertain guests are responsible for acquainting them with college regulations. Non-student visitors must abide by all college regulations. Failure to adhere to college regulations may result in notification of law enforcement.
5. Non-student visitors are not permitted to spend the night in a residence hall Sunday’s – Thursday’s unless permission is obtained by the appropriate Residence Area Director.
6. Students who have been dismissed from the college must have prior approval from the Vice President for Student Life to visit the residence hall.

Overnight Guests (Weekends Only)
Residents hosting guests overnight in their rooms must meet the following conditions:

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1. Approval from their Residence Area Director must be obtained at least 48 hours prior to the arrival of the guest.
2. Approval will not be granted until the visitor completes the appropriate paperwork.
3. The guest must abide by all college regulations, including but not limited to the policies outlined in the Residence Life Guide pertaining to curfew, quiet hours, etc.
4. Persons under the age of 18 must have parental permission to stay in a college residence hall.
5. Children under the age of 12 are not to spend the night in the residence hall.
6. The guest must be the same sex as the resident and is the resident's relative or personal friend.
7. The student hosting the guest must be a student in the resident of the hall where the guest will stay.
8. If the guest or student will use the bed belonging to the student's roommate, the student must obtain his or her permission.

Policy Regarding Male/Female Visitation for College Apartments

This policy applies to King Street Duplexes and Drum Townhouses. See the policy on “Open Residence Hall” for all other facilities.

Apartment living is a privilege. Students living in a campus apartment are expected to demonstrate exemplary behavior. The College reserves the right to remove and/or discipline any student who violates the terms and conditions listed in the Housing Contract or policies outlined in Student Handbook and/or Residence Life Guide. Residents will be responsible for insisting that all male/female visitors observe the specific regulations of this policy.

Apartment bedrooms are strictly off limits to all male/female guests. Male/Female visitors will be allowed to visit in the apartment living room on the following days and times only, including all College breaks:

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Monday-Friday 4:00 p.m. - 8:00 p.m.
Saturday 12:00 noon - 11:00 p.m.
Sunday 12:00 noon - 8:00 p.m.

All residents within the apartment will assume responsibility in the event a violation of this policy occurs and will pay equal consequences. Residents should be aware of the risk being placed on his/her roommates in the event of a policy violation. Family members should follow visitation guidelines and any additional special requests must have approval of the Director of Residence Life in advance.

If a student is found to have a member of the opposite sex in his/her bedroom and/or has spent the night, both students involved will face disciplinary action including the possibility of suspension. It will not be the responsibility of the College to determine what activity took place during the visit. All residents of the apartment will also be considered in violation of the visitation policy.

Penalties for violation of this policy will be as follows (All residents):

- **First Offense**: Loss of visitation privileges for one (1) month.
- **Second Offense**: Loss of visitation privileges for three (3) months.
- **Third Offense**: Removal from campus apartment and relocation to available residence hall spaces on campus. These students will not be allowed to move off-campus.

**Alcohol and Illegal Drugs**

All students are prohibited from participating in or associating with the purchase, possession, distribution, or facilitation of alcohol whether on or off campus. In addition, no student may be in illegal possession of, deliver, dispense, distribute, administrator, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. The college reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not

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limited to room and/or vehicle inspection, and canine drug scan. For more information, see the Student Handbook section Code of Student Conduct at www.ec.edu.

Lofts
Students are not permitted to build lofts.

Pets
No pets are allowed in the residence hall (this includes aquatic life and pets of visitors). Failure to adhere to this policy may result in a $50 fine and possible disciplinary action. Service animals may be permitted with proper approval from the Director of Residence Life.

Quiet Hours
Quiet hours are periods when noise that is audible one door away from the source is too loud. Students must always view the residence halls as neighborhoods where common courtesies should be extended to all residents. In order to preserve a peaceful atmosphere conducive to study and relaxation, quiet hours are in effect from 9:00 p.m. until 9:00 a.m. Any action in or around residence halls which interferes with another resident’s ability to study or sleep during this time is a serious violation and may result in disciplinary action.

Regardless of the time of day, loud noises, disruptive activities and other forms of disrespectful behavior are prohibited in and around residence halls. This type of behavior does not reflect responsible citizenship in residence hall neighborhoods and will be dealt with accordingly. During final exams quiet hours are extended to 24-hours a day.

Stereos, radios, and musical instruments are permitted in student rooms, but playing volumes must be kept to the minimum at all times. Students who violate this basic consideration for others may have their equipment confiscated for an appropriate period of time.

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The College discourages students from developing the habit of keeping late hours. Should late activity be necessary, proper precautions should be taken to not disturb others who may be sleeping.

**Trash**
Students are responsible for disposing their trash in the hall’s designated dumpsters outside each residence hall. To prevent the spread of litter around campus, students should not empty can directly into dumpster. Trash should be contained in a tied trash bag.

Students who fail to properly dispose of personal trash will be assessed a minimum $25.00 fine. Improper disposal includes placing personal trash in a public trashcan, including those in bathrooms, hallways, etc. Students should never place trash bags outside of his/her residence hall room.

**Room Furnishings**
Residence Hall room furnishings include a bed frame and mattress, desk and chair, dresser space, closet space, and high-speed Internet service. Room size and window dimensions vary from room to room. Students may not move college-provided furnishings into or out of their rooms.

**Lobbies**
As a general rule, lobbies serve the purpose of creating an environment suitable to student interaction. However, visiting hours will be posted for each lobby. *Fifteen (15) minutes prior to campus curfew*, lobbies close to visitors who are not residents of the building. Courtesy and respect should be shown to others when visiting any lobby on campus.

Equipment and furniture in lobby areas are for the use of all residents and are not to be removed to any other part of the residence hall or campus. Couples are not permitted
to exhibit inappropriate displays of affection or lie down on lobby furniture. Students who violate this policy will be confronted by college personnel and disciplinary action may be imposed.

**Laundry Rooms**
Residence halls have laundry facilities for resident student use. After using the clothes dryer, students should clean the lint filter. The college is not responsible for items left unattended in laundry facilities.

**Kitchens/Cooking**
Kitchens are provided for students, who should use extreme caution when cooking. Clean cooking areas are essential to avoid sanitary problems (odors, insects, etc.). All appliances and counters must be cleaned by students immediately after use. Dishes should be cleaned and stored appropriately (students are responsible for any damages or clean-up charges).

Items left in the kitchen may be discarded along with any outdated items in the refrigerators. Students must not leave the kitchen unattended when using a microwave or stove. (Also see Electrical Appliances.) Never dispose of food in kitchen sinks. Residence halls that have kitchen areas are for student use. These areas should be kept clean at all times. Failure to cooperate with these guidelines may result in disciplinary action.

**Bathrooms**
In support of community living, students should help keep residence hall bathrooms clean by taking shower belongings to their rooms and throwing paper towels in the trash cans. Sinks should be free of clutter and rinsed out after use. Students should report any items that need repair. Failure to abide by these guidelines may result in disciplinary action.

**Solicitation**
Solicitation and/or selling within the residence halls is only permitted in compliance with
applicable College policy (see Student Handbook policy: Solicitation on Campus).

Unauthorized Entry/Use of Facilities
No student shall participate or assist in unauthorized entry into or use of any College facility, building, office, or onto any roof or other College property. Students shall not enter resident rooms to which they have been neither assigned nor invited. Failure to adhere to this policy may result in disciplinary action.

Waterbeds
Waterbeds are not permitted in student rooms.

Windows and Screens
Residents may not remove window screens, throw items through, or hang anything externally from residence hall windows. Entering and/or exiting any residence hall through a window is prohibited except in case of emergencies.

Closed Weekends
In order to build community, create new relationships, and provide a time of spiritual renewal for the campus community, students are expected to restrict travel during the first weekend of each semester. Students are to remain on campus for these dates in order to attend special functions. Any student who, due to a personal emergency, must go home during a closed weekend is required to obtain clearance from his/her Residence Area Director in advance. Violation of this policy may result in disciplinary action. The College reserves the right to restrict the number of weekends a student may leave campus when it is in the best interest of the student to do so.

Overnight and Weekends
Resident students are expected to spend Sunday through Thursday nights in their assigned residence halls. Exceptions will be made at the discretion of the Residence Area Director. Students may sign out to go home for the weekend immediately after their last class and must return to the campus by Sunday night (by curfew, if applicable).
If a student’s schedule at the beginning of the week is such that it would be to his/her advantage to return on Monday, he/she must have prior approval from their Residence Area Director.

When signing out for overnight weekend trips, students must submit the following information to the Residence Assistant: name, destination, dates and approximate times of departure and return, traveling companion(s), and a valid telephone number that may be used in case of emergency. The Residence Area Director may also request parental permission when students are visiting the home of the opposite sex.

**Storage**
There are no storage facilities available on campus for students’ personal property. Residents must store their personal property in the room. Likewise, the College does not provide storage for students over the summer months. All personal property must be removed at the time that the student is checking out of the residence hall.

**Keys/Safety and Security**
Upon checking into the residence hall, the resident will be issued a room key. Proper use and care of this key is vital to the security of personal property. Residents are responsible for returning the key upon completing the check-out procedure with the residence hall staff. Residents should not loan his/her key to anyone, nor are students permitted to duplicate their key. If a key is lost, a residence life staff member should be notified immediately. Charges may be assessed to residents who lose his/her key or fail to return the key at check-out.

**Residence Hall/Floor Meetings**
Building-wide and individual floor meetings will be held on a periodic basis by the residence life staff. These meetings are designed to inform the residents of upcoming events and other vital information concerning on-campus housing. Students who do not attend are subject to disciplinary action (typically, a minimum $10 fine, unless the student receives prior approval from his/her Residence Area Director or Residence
Commercial Enterprises
Use of college property, such as the residence hall room, and any college resource for the conducting of commercial enterprises and/or business is prohibited.

HOUSING ASSIGNMENTS

Residence Housing Contract
All resident students are required to sign a contract. It is each student’s responsibility to be familiar with and adhere to the expectations outlined in the contract.

Eligibility
To be eligible to live in a College residence hall during the fall and spring academic terms, students are required to meet the following conditions:

1. Residents must be classified as full-time students as defined by the Emmanuel College Registrar’s Office. Students enrolled for less than the minimum must obtain advance approval from the Department of Residence Life.
2. Residents must settle all account charges prior to move-in unless permission is granted by the appropriate college personnel. Failure to settle accounts may result in class schedule and housing assignment cancellation, and the student may be required to vacate the residence hall.
3. College Residence halls are designed for traditional students. The age limit is 24 upon initial enrollment. Nontraditional students may apply to live in College-owned rental property (space permitting).

Summer Housing
Summer housing is available for students who work for the College and are approved by the Director of Residence Life or who are taking classes. Students requiring summer housing are responsible for submitting a summer housing application to the Department of Residence Life prior to the last day of spring semester exams. Students will be notified of housing assignments and moving procedures via email. Student accounts
will be charged appropriately and should be settled prior to summer housing transitions.

**Reservation of Rooms/Housing Rush**

A housing application and contract is required for both residence hall living and off-campus student rental property. Current students are encouraged to participate in Housing Rush, which takes place during spring semester, in order to request rooms for the upcoming school year. Requests received during Housing Rush will be given priority. Students who do not participate in Housing Rush will be assigned a residence hall room (space permitting) for the upcoming semester at the discretion of Residence Life personnel.

A housing application and deposit must be submitted to the Department of Residence Life before requested housing will be assigned. Students should contact their Residence Area Director for additional information. Students who are placed on academic or disciplinary suspension may lose this privilege. Their names may be placed behind the incoming freshman and transfer students. Incoming freshman and transfer students' room reservations will be considered in order of date of receipt of their application and room deposit, whichever is latest.

**Room Assignments**

Assignments for new, incoming students are made according to:

1. The date the housing application and deposit are received, whichever is latest,
2. Consideration for the student’s stated preference for roommate, and residence hall.

Students will be notified of their hall and roommate assignment, typically via email, prior to the start of the semester.

Every effort is made to accommodate roommate preferences when applicants request each other, the Department of Residence Life receives both requests, and a double-
room vacancy exists. Roommate pairs are assigned to a specific hall and room based on the latest registration date of the pair. Mutual roommate preferences take priority over most other preferences. Students must be ready and willing to accept a roommate at any time, meaning that a new roommate should have immediate access to one desk, one bed, one dresser and/or one side or half of a closet, with all drawers empty and ready for the new resident’s use.

**Private Rooms**
Private rooms are rarely available during Fall semester. Space permitting, private room assignments are made at the discretion of Department of Residence Life. If a student requires a special accommodation, the appropriate paperwork must be completed and submitted to the appropriate Residence Area Director.

**Reassignment of Space**
The Department of Residence Life may reassign students to other spaces, rooms, or halls when it’s deemed to be in the best interest of community, or when it’s determined that a student is not actually residing in his or her assigned space.

**Room Consolidation**
The Department of Residence Life reserves the right to consolidate room assignments as seen fit by the staff and/or to aid the college in the efficient administration of the residence life program.

**Room Changes**
Residents may request a room change through the appropriate Residence Area Director. As a general rule, no room changes are permitted during the first 2 weeks of the semester. During the 3rd week of the semester, room changes may be requested. After the 3rd week, no room changes will occur unless under extenuating circumstances.
Room Occupancy
Prior to each semester, all students are notified as to the opening date of the residence halls. Students are not permitted to return to the residence halls before these dates unless special permission has been obtained from the Director of Residence Life or Residence Area Director. In addition, residence halls are closed during certain holidays and breaks. Students will be notified in advance of the times and dates of closing and re-opening. Please be advised that students are not allowed to remain in Residence Halls during these times.

Check-In and Check-Out Procedures
Students are expected to check out of their residence hall on the day of their final exam, except for students graduating in the spring semester. Special permission to stay after that date must be obtained from the appropriate Residence Area Director. All resident students are required to be out of their dorms NO LATER THAN graduation day. Keys must be turned in to Residence Life staff, rooms cleaned, damages noted, and rooms inspected by the Resident Assistant or Residence Life staff before the student leaves or fines will be assessed.

Check-in and check-out information is communicated to students by Residence Life staff. When a student checks into their assigned space at the start of a semester, he/she will receive a copy of the housing contract. It is the responsibility of the student to check their room carefully upon move-in to ensure that the information cited on the Room Inventory Form (RIF) coincides with the actual condition of the room. If there are any discrepancies between the RIF and the actual room conditions, the student must notify their Residence Area Director within 24 hours of checking in.

Anytime a resident moves out, whether moving off-campus, leaving Emmanuel College, or transferring to another hall, these procedures should be followed:

1. Arrange a check-out time with the Residence Assistant or Residence Life staff at least 48 hours in advance of the anticipated check-out time or follow the
2. Remove all your belongings and clean your room. The resident and the Residence Assistant will then check the room against the Room Inventory Form for damages. If there are any damages, they will be noted on the Room Inventory Form. The damage charges will be assessed by Residence Life personnel. Failure to pay damage costs will result in the flagging of the resident’s records and transcripts.

3. Upon check-out, turn in your room key and sign the Room Inventory Form with appropriate Residence Life staff. Failure to return the room key will result in a $50 fine. Improper check-out or failure to check-out will result in a $25 fine.